

DEPARTMENT OF EDUCATION OF PORTO RICO
Office of the Commissioner
San Juan

Circular Letter No. 22
October 16, 1908

To Supervising Principals:-

I have the honor to inform you that it is necessary to give on "Lists of Personnel" and on "change reports" the municipality and barrio in which each teacher is working. This should be done on all subsequent Change Reports throughout the year.

Owing to a decision by the Attorney General to the effect that salaries cannot be paid, as was planned with the approval of the Auditor prior to the sending of Circular No. 14 you are hereby instructed to make up reports of absences after the close of this school month (including absences already reported) and after the close of each subsequent school month. If these are sent in from your respective offices on the Saturday or Monday following the close of each month, the payrolls will be made up at once, transmitted to the Auditor, and by him to the Paymaster, in the order in which they are received.

In accordance with Circular Letter No. 14, deductions will be made for all absences, since the Law states that a school month shall consist of twenty (20) days of "actual teaching". Checks will be sent out direct to teachers by the Paymaster as promptly as possible, and should reach teachers within one week after the close of the school month.

Yours very truly,

(Signed) F. D. Haddock
Acting Commissioner

HEH